
Facility Manager
Tempe Performing Arts Center
\$11.00 - \$14.00/hour
Reports to Cultural Facilities Administrator

- OPENING DATE:** July 1, 2004
- CLOSING DATE:** Subject to closing without notice when the needs of the city are met.
- HOURS/LOCATION:** Hours and schedule vary depending on events and needs. Daytime, evening, and weekend work schedule of 15 to 19.5 hours per week at the Tempe Performing Arts Center (TPAC) 132 East Sixth Street, Tempe.
- MINIMUM REQUIREMENTS:** Bachelor's degree in Technical Theater or equivalent with 3 years experience in technical theater preferred. CPR and First Aid Certification preferred, but not required.
- ADDITIONAL REQUIREMENTS:** Ability to communicate clearly and concisely, both orally and in writing. Position requires lifting (up to 50 pounds) and equipment moving.
- REPRESENTATIVE
ESSENTIAL FUNCTIONS:**
- Act as Cultural Services representative at TPAC.
 - Schedule and supervise Facility Monitors for TPAC and Vihel Center.
 - Perform routine maintenance, inventory, and repair of theater equipment. Evaluate, prepare and update maintenance logs of equipment. Advise Cultural Facilities Administrator regarding equipment replacement and repair.
 - Assist in annual scheduling of user groups.
 - Act as liaison between user groups and city of Tempe and maintain positive relationship with user groups.
 - Administer Facility Use Permits. Prepare invoices for building use.
 - Oversee operation of theater and ancillary space in regard to user move-ins, move-outs, safety inspections, proper operation of equipment, scheduling of activities, and similar tasks.
 - Coordinate facility, theater, and housekeeping requirements.
 - Open and secure facility.
 - Other duties as assigned.
- INFORMATION:** 480-350-5177
- SELECTION CRITERIA:** Applicants whose experience and training are most closely suited to the needs of the city may be selected for further interviews. Criteria will be based on job-related knowledge, skills, and abilities.
- APPLICATIONS:** Edna Vihel Center for the Arts
Attn: Don Fassinger
3340 South Rural Road
Tempe, AZ 85282

Committed to Equal Opportunity and Reasonable Accommodation